UNITED
NATIONS

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Secretariat

ST/IC/1997/47
13 August 1997

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1998 COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

1. The purpose of the present information circular is to add the occupational group of engineering, architecture and related work to the list of occupational groups initially identified for the 1998 competitive examination for promotion to the Professional category in administrative instruction ST/AI/418 of 30 April 1997. The present circular sets forth the modalities and conditions under which General Service staff members may apply to take the 1998 competitive examination for promotion to the Professional category for the occupational group of engineering, architecture and related work.

2. The written examination for the 1998 competitive examination for promotion to the Professional category for the occupational group of engineering, architecture and related work will be held between 9 and 13 February 1998.

3. The format of the written and the oral examination for the occupational group of engineering, architecture and related work will be the same as the other occupational groups as outlined in paragraph 14 of administrative instruction ST/AI/418.

4. Owing to the special technical nature of the occupation of engineering, architecture and related work, staff members in the General Service and related categories, including the Field Service category up to and including the FS-5 level, may apply to take this examination if they meet the following entrance qualifications in addition to the eligibility requirements set forth in paragraphs 8 to 13 of administrative instruction ST/AI/418:

* Expiration date of the present information circular: 31 August 1998.

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(a) At least five years of service in a post with functions directly related to the occupation of engineering, architecture and related work (short breaks in service may be allowed at the discretion of the Central Examination Board (CEB)); or

(b) Equivalent relevant studies.

5. Owing to the specific language requirements for the post, candidates will be required to demonstrate full proficiency in written and oral communication in French. In order to demonstrate such proficiency, candidates may elect to take the entire examination, both written and oral, in French. Alternatively, candidates may elect to take the entire examination in a working language of a regional commission other than French and sit for a qualifying language examination in French.

6. Qualified staff members may apply by completing the attached application and forwarding it by 19 September 1997 to: 1998 Competitive Examination for Promotion to the Professional Category; Occupational Group: Engineering, Architecture and Related Work, Examinations and Tests Section, Room S-2590A, Specialist Services Division, Office of Human Resources Management. It is essential that candidates insert at the end of section II of the application the following information: (a) an indication of full-time experience in the field of engineering, architecture and related work; and (b) a statement giving the duration of experience that is directly related to United Nations engineering, architecture and related work. The most recent performance appraisal form as well as copies of all university degrees must be attached to the application.

7. Incomplete applications will not be considered.

Annex

APPLICATION FOR THE COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

(United Nations Secretariat staff members only)

All correspondence with candidates will be conducted on the basis of the information given. IT IS THE RESPONSIBILITY OF THE CANDIDATES TO INFORM THE SECRETARY OF CEB OF ANY CHANGES IN THE INFORMATION INDICATED IN THE APPLICATION FORM.

N.B. The deadline for receipt of applications by CEB (United Nations Headquarters) is 19 September 1997.

SECTION I. PERSONAL DATA

Please type or print legibly.

Last name (family name): [ ]

First name: [ ]

Date of birth: Day [ ] Month [ ] Year [ ]

Sex: F ☐ M ☐ Index No. [ ] a/

Nationality: [ ]

Category: [ ] Present level: [ ]

Date of entry in United Nations Secretariat: Day [ ] Month [ ] Year [ ]

Type of appointment: Fixed term ☐ Probationary ☐ Permanent ☐

Expiration or review date: Day [ ] Month [ ] Year [ ]

Main language: (Mother tongue) [ ]

Please check below the occupational group (or groups, where applicable) for which you wish to take the examination.

ADMINISTRATION ☐ EDP ☐ FINANCE ☐

POLITICAL AFFAIRS ☐ STATISTICS ☐ ENGINEERING/ARCHITECTURE ☐

Date of latest performance evaluation report (PER/PAS): Day ☐☐ Month ☐☐ Year ☐☐☐☐ b/

Please submit a copy of your latest performance evaluation report with your application.

Duty station: _____

Organizational unit: c/ _____

Department/Office: _____
(write in full)

Room No.: _____ Telephone No.: _____

Home telephone No.: _____ (Because of time differences at duty stations away from Headquarters, candidates are requested to indicate their home telephone number in order to facilitate communications of an urgent nature.)

1. Have you applied to take previous G-to-P examination(s)? Yes ☐ No ☐

2. Were you convoked to sit for previous G-to-P examinations? No ☐

If yes, WHEN? 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐ 1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐

WHAT OCCUPATIONAL GROUP(S)?

If yes, did you actually take the examination? No ☐

Yes, in: 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐ 1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐

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a/ Usually appears on your monthly salary statement or grounds pass; if not, please contact your Personnel Officer to obtain your number.

b/ Must be within the normal reporting period of three years.

c/ Please select from this list: Headquarters, ECA, ECE, UNDRO, HR, UNOG, UNCTAD, UNOV, UNIC, ESCAP, ECLAC, ESCWA, UNTSO, UNMOGIP, UNIFIL, UNCHS or other (specify).

SECTION II. EDUCATION

List your qualifications at the secondary and post-secondary levels, indicating the certificate, diploma or degree received. ALL CANDIDATES, INCLUDING THOSE WHO HAVE APPLIED FOR OR TAKEN A PREVIOUS G-TO-P EXAMINATION, MUST FORWARD A COPY OF THEIR UNIVERSITY DEGREE OR DIPLOMA, INCLUDING, WHEN AVAILABLE, A COPY OF AN UP-TO-DATE UNIVERSITY TRANSCRIPT.

Written proof of post-secondary education MUST BE ATTACHED to this application. (Send photocopies, do not send any originals.) FAILURE TO PROVIDE PROOF WILL MEAN THAT THE APPLICATION WILL BE DISREGARDED.

CERTIFICATE, DIPLOMA OR DEGREE Exact title in original language. For work towards a degree, please list number of credits	INSTITUTION NAME PLACE COUNTRY	PERIOD OF STUDY Month Year	DESCRIPTION OF COURSES OR MAIN FIELD OF STUDY
Secondary studies		From: 19	
		To: 19	
Post-secondary studies		From: 19	
		To: 19	
		From: 19	
		To: 19	
		From: 19	
		To: 19	
		From: 19	
		To: 19	

If you need more space, attach additional pages.

SECTION III. LANGUAGES

If you have successfully passed a United Nations language proficiency examination (LPE), please indicate the year you obtained the certificate. If you did not pass the LPE, indicate your level of ability below, using the following code letters: A = fluently, B = quite easily, C = not easily.

If you are or have been enrolled in any language courses, please indicate the institution and the highest level completed or the diploma obtained.

Language	LPE year	Read	Understand	Speak	Write	Institution and diploma (period(s) of study)

SECTION IV. OCCUPATION(S) FOR WHICH YOU ARE APPLYING

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

Sex: F ☐ M ☐

Index No.: _____

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

ADMINISTRATION ☐ EDP ☐ FINANCE ☐

POLITICAL AFFAIRS ☐ STATISTICS ☐ ENGINEERING/ARCHITECTURE ☐

Indicate the language in which you wish to take the examination:

(a) Written part, general paper, sections 1 and 3 ☐

(b) Written part, general paper, section 2 ☐

(c) Written part, specialized paper ☐

(d) If you plan to take the portion of the oral examination dealing with ability to communicate in a working language of one of the regional commissions other than in English or French, please indicate the language ☐

(Write language in full for each part of the examination in appropriate boxes.)

NOTE: CANDIDATES FOR ENGINEERING/ARCHITECTURE WILL BE REQUIRED TO DEMONSTRATE FULL PROFICIENCY IN WRITTEN AND ORAL COMMUNICATION IN FRENCH. THESE CANDIDATES MAY ELECT TO TAKE THE ENTIRE EXAMINATION, BOTH WRITTEN AND ORAL, IN FRENCH. ALTERNATIVELY, ENGINEERING/ARCHITECTURE CANDIDATES MAY ELECT TAKE THE ENTIRE EXAMINATION IN A WORKING LANGUAGE OF A REGIONAL COMMISSION OTHER THAN FRENCH AND SIT FOR A QUALIFYING LANGUAGE EXAMINATION IN FRENCH.

Main language (Mother tongue) ☐

Highest educational level:

High school ☐ Post-secondary ☐ BA ☐ MA ☐ Other (Ph.D., etc.) ☐

SECTION V. CERTIFICATION OF ACCURACY OF INFORMATION PROVIDED

Fully completed applications, together with proof of post-secondary education and of language ability (if you did not pass LPE or are not enrolled in a United Nations course), must be received by CEB NO LATER THAN 19 September 1997 in a sealed envelope marked CONFIDENTIAL, addressed to:

CENTRAL EXAMINATION BOARD SECRETARIAT
Office of Human Resources Management - Room S-2590A
United Nations Secretariat
New York, N.Y. 10017, USA
Fax: (212) 963-3683

For duty stations outside New York, please fax whenever possible. Where fax machine is not available, please use the United Nations pouch.

IMPORTANT: APPLICATIONS THAT ARE INCOMPLETE OR DO NOT INCLUDE ESSENTIAL INFORMATION MAY BE REJECTED.

I certify that the above information is correct to the best of my knowledge and I understand that any misrepresentation would lead to my elimination from the examination and to possible disciplinary action. I further understand that it is my responsibility to report immediately any changes in the above information to the Central Examination Board.

Date: _____ Signature: _____

List enclosures: _____

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☐ MOST RECENT PERFORMANCE EVALUATION REPORT

COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

The information below will be used as your mailing label; please print or write legibly. YOU ARE RESPONSIBLE FOR IMMEDIATELY REPORTING TO THE SECRETARY OF CEB ANY SUBSEQUENT CHANGES IN DUTY STATION, EITHER PRIOR TO OR DURING THE EXAMINATION PROCESS.

CEB STAMP

Name _____
Office _____
Room No. _____
Duty station _____
Country _____

This portion will be returned to you as an acknowledgement of receipt of your application.